

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 11/23/2004	EMS 11/23/2004	EMS 10/23/2007	DGC 10/24/2006

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Revision no. 1

## ERP 1-1 Emergency Response Procedure Fuel Spills

*This is a printed copy of the original and will not be kept up-to-date.*

**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities Shop Complex

**Date of issue:** 10/24/2006 **Effective until date:** 10/24/2008

**Warning!** The information in this document may be out of date and should be reviewed.

**Document location:**

**Distribution list:**

**Current revision no.:** 1

### Revision schedule

Rev. no.	Date	Description
1	5/29/2007	added shut off switch at shop

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## ERP 1-1 Emergency Response Procedure Fuel Spills

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### 1.0 Purpose

- 1.1 The purpose of this procedure is to establish practical response procedures for Fuel Spills within the Department of Public Works and Utilities Shop Complex.

### 2.0 Scope

- 2.1 This procedure is responsive to Element 4.4.7. Emergency Preparedness and Response, of the ISO 14001-1996 standard, and covers the operations of the Department of Public Works and Utilities.

### 3.0 Responsibilities

- 3.1 The EMS Team is responsible for maintaining, training and reviewing these processes.
- 3.2 The Director of Public Works and Utilities, and the Coordinator of Emergency Management, will review and approve all procedures relating to Emergency Response.

### 4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

### 5.0 Process

- 5.1 Fuel Spills at Pumps (under five gallons)
- 5.1.1 Determine cause of spill
  - 5.1.2 Eliminate cause of spill (turn off pump if necessary)
  - 5.1.3 All vehicles in close proximity shall be shut off and remain off until situation is corrected.
  - 5.1.4 Clean area of spill using absorbant as needed
  - 5.1.5 Contact EMS Team member for proper disposal of absorbent material.
  - 5.1.6 After hours, weekends, and holidays, contact Fire Department (911)
  - 5.1.7 Maintain a safe distance before using cellular phone or hand held radios.
- 5.2 Fuel Spills at Pumps (more than five gallons)
- 5.2.1 Shut off Pumps using Emergency Shut Off located at Pumps or near the Vehicle Maintenance Shop entrance, which ever is more convenient and safer.
  - 5.2.2 Contact Fire Department. (911)
  - 5.2.3 All vehicles in close proximity shall be shut off and remain off until situation is corrected.
  - 5.2.4 Attempt to contain spill area to prevent spill from reaching storm drainage system, if conditions allow containment in a safe manner. Contact additional personnel to assist with containment.
  - 5.2.5 Maintain safe distance and monitor area to prevent other than Emergency Personnel from entering spill area.

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- 5.2.6 Disposal of any contaminated material will be handled by Fire Dept. personnel
- 5.2.7 Maintain a safe distance before using cellular phone or hand held radios.
- 5.3 Fuel Spills other than at Pumps (under five gallons)
  - 5.3.1 Determine cause of spill
  - 5.3.2 Eliminate cause of spill
  - 5.3.3 All vehicles in close proximity shall be shut off and remain off until situation is corrected
  - 5.3.4 Clean area of spill using absorbant as needed
  - 5.3.5 Contact EMS Team member for proper disposal of absorbent material.
  - 5.3.6 Maintain a safe distance before using cellular phone or hand held radios.
- 5.4 Fuel Spills other than at Pumps (more than five gallons)
  - 5.4.1 Contact Fire Department. (911)
  - 5.4.2 Attempt to contain spill area to prevent spill from reaching storm drainage system, if conditions allow containment in a safe manner. Contact additional personnel to assist with containment.
  - 5.4.3 All vehicles in close proximity shall be shut off and remain off until situation is corrected
  - 5.4.4 Maintain safe distance and monitor area to prevent other than Emergency Personnel from entering spill area.
  - 5.4.5 Disposal of any contaminated material will be handled by Fire Dept. personnel
  - 5.4.6 Maintain a safe distance before using cellular phone or hand held radios.

### 6.0 References/Related Documents

- 6.1 4.4.72 Emergency Preparedness and Response Procedure
- 6.2 City of Williamsburg Emergency Operations Plan